



**Pliocene Ridge Community Services District**  
100 Pike City Road  
Pike City, CA 95960

**NOTICE**

**SAFETY COMMITTEE MEETING**

**WEDNESDAY MARCH 15, 2017**

**STARTING AT 6:00 PM TO 6:30 PM**

**AT THE PIKE FIREHOUSE  
100 PIKE CITY ROAD  
PIKE**



## Pliocene Ridge Community Services District

100 Pike City Road  
Pike City, CA 95960

plioceneridge.org

plioceneridge@gmail.com

### **NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Wednesday March 15, 2017 6:30 pm Pike Firehouse 100 Pike City Rd.**

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE
2. APPROVAL OF AGENDA
3. PUBLIC COMMENT
4. INFORMATION/DISCUSSION ITEMS, STAFF &/OR COMMITTEE REPORTS
  - a) Correspondence
  - b) Committee/Member/Business Reports:
    1. Station 71 Chief's report
    2. Station 67 Chief's report
    3. Station 71 Auxiliary
    4. Station 67 Auxiliary
    5. Risk Manager Report
    6. Board Member Report –
    7. Standing Committee Reports: Streetlight, Budget, Safety
5. ACTION ITEMS:
  - a) Approval of Minutes of February 15, 2017
  - b) Approval of Treasurer's report dated February 28, 2017 and correction to January report (29 cent typo)
  - c) Unfinished business:
    1. Wayman Dam Project
    2. Ongoing Bylaws & Policy review and/or update: Proposed revisions to Policy 3000
    3. Alleghany Firehouse Project –
    4. Pike Firehouse Project –
  - d) New business
    1. Status of dispatch office in Alleghany -
7. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~ Ethics training May 13<sup>th</sup> Pike,  
"Understanding the budget process" March 31<sup>st</sup> Alleghany
8. ADJOURNMENT

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**MINUTES of the Regular Meeting of the Board of Directors of Pliocene Ridge CSD. Held Wednesday February 15, 2017 at Station 71 105 Plaza Court, Alleghany.**

**1. Call to order:** The meeting was called to order at 6:30 pm by President Wayne Babros. Board members present: Wayne Babros, Daniel Guyer, Bruce Coons and Gracie Knowles. Also present were Pike assistant chief Jim Buckbee and Alleghany assistant chiefs David Arbogast and Ned Cusato, Alleghany auxiliary members Bob Hale and Vickie Tenney. Pike auxiliary member Roland Robertson and Sierra County Sheriff Tim Standley. Secretary Rae Bell was present and took the minutes. Flag Salute.

**2. OATHS OF OFFICE** were administered by Tim Standley for re-appointed board members Bruce Coons and Grace Knowles and the Quorum was established.

**3. APPROVAL OF THE AGENDA:** A motion was made by Gracie Knowles to approve the agenda, 2<sup>nd</sup> by Bruce Coons. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

**4. PUBLIC COMMENT:** None.

**5. INFORMATION/DISCUSSION ITEMS**

**a) *Correspondence:*** (note: the list of corr. was forgotten and has been added "after the fact") **Incoming** Memo from Station 1 Committee in response to Burns Tenney's letter, donation of \$25 from Stephanie Wolters, Confirmation of appointment for Bruce Coons and Grace Knowles with Oath papers from Sierra County Clerk Recorder. **Outgoing** Cover letter and audit report sent to State Controller's Office, Copies of audit emailed to Sierra County Auditor Van Maddox and Supervisor Lee Adams, receipt with thank you note sent to Stephanie Wolters, CQI (Continuing Quality Improvement) run reviews mailed to Norcal EMS, W-2s mailed to firefighters who got paid in 2016, 1099 issued to Rae Bell, annual payroll tax return form 940 mailed to IRS.

**b) *Committee/Member/Business Reports:***

*1. Alleghany Assistant Chiefs Arbogast & Cusato* reported that January was a very hectic month with ten calls, power outages and various minor equipment failures. One new EMT graduated from the class in Downieville. The title 22 training was held in Pike City on the weekend of Jan. 14<sup>th</sup> & 15<sup>th</sup> with 11 students from both Pike and Alleghany attending. Another joint training with Pike City is planned for Thurs. February 23<sup>rd</sup>.

*2. Pike City Assistant Chief Buckbee* reported that everything is up and running. They also have been very busy including covering Camptonville and N. San Juan. They've had lots of trainings. Jim built a skid assembly for a stokes basket using two snow-boards so that it can be used on the snow. When the weather clears the Pike and Alleghany crews will get together on the top of the ridge to try it out.

*3. Station 71 Auxiliary Bob* reported that they are caught up on their main business. They are going to raffle a TV to be given away at the 2017 Christmas Party. Tickets will be \$5.00 each and there will only be 1,000 tickets sold. Need not be present to win.

*4. Station 67 Auxiliary Roland* reported that they are working with the assistant chiefs to replace outdated turn-outs for the firefighters. Most of them are warranted for 10 years because the vapor barrier can break when it gets old. They are checking the dates and will replace the younger firefighter's gear first if needed.

*5. Risk Manager Report:* None.

6. *Board Members:* No report

7. *Standing Committee Reports:* Streetlight manager Bruce Coons reported that the light near Casey's Place has been replaced and Ned reported that the one in the County yard fixed itself.

## **6. ACTION ITEMS**

a) *Approval of regular meeting minutes* dated 12/14/16 Vickie Tenney requested that Burn's letter be attached to the minutes. Motion to approve the minutes made by Daniel Guyer 2<sup>nd</sup> Gracie Knowles. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

b) *Approval of treasurer's reports dated 12/31/16 and 1/31/17.* Moved by Daniel Guyer 2<sup>nd</sup> by Bruce Coons. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

c) *Unfinished Business*

1. Wayman Dam project – No report, on hold until Spring.
  2. It was noted that the board should try to review one policy per month, because a review is long overdue. However; because there was so much “new business” this month it will wait until next month.
  3. Regarding the Alleghany Firehouse: The AVFD auxiliary reported that they voted NOT to approve the proposed project for Station 1. Bob Hale suggested that a meeting be held.
  4. Regarding the Pike Firehouse project: Roland reported that they came up with a less expensive option for the fire escape in the form of a pre-fabricated staircase. Estimated cost for the staircase is \$3,000 to \$4,000. Additionally a lift rather than a ramp has been identified as a better option because it will have a much smaller footprint eliminating a lot of dirt work. Michael Valez with the USDA has indicated that because the lift is specifically for handicap access he thinks they may be able to help with it. The estimated cost of the lift is \$32,600 plus it will require an annual certification which the auxiliary would like PRCSD commit to covering if the project goes forward. A 6'x6' shaft and pad will have to be built to accommodate it. Roland wished to thank Mark Jokerst and Daniel Guyer for helping with this. Dan pointed out that this project could be included as part of the district's loss prevention exposure plan for the year because it will establish both a handi-cap access and a second exit for the firehouse. (Earn “points” to reduce the district's insurance premium.)
5. The CDF 50/50 grant is completed.

d) *New Business*

1. After all positions were offered to all board members, a motion was made to elect the following slate of officers for the calendar year: Wayne Babros President, Daniel Guyer Vice President, Rae Bell Arbogast Secretary & Treasurer. Rae Bell's contract will be reviewed before June 30<sup>th</sup>. Motion made by Wayne Babros, 2<sup>nd</sup> by Bruce Coons. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**
2. Airmedic Group contacted Rae Bell in December about re-establishing the North Yuba Watershed group which had been set up under Reach (Reach is now part of the air medic group) in order to provide a discounted group rate for their air ambulance services. There was a question as to whether-or-not Enloe is part of this group. It will be looked into. Because the “North Yuba Watershed group” was not an actual entity a request was brought to the Pliocene Ridge Board to sign

- up as a “group”. A motion for PRCSD to join as a group under the AirMedic Insurance Program was made by Daniel Guyer 2<sup>nd</sup> by Gracie Knowles. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**
3. The Fiscal Year 15/16 Independent financial audit was completed in December. Copies were made available at the meeting and are also available on the district website. A motion to accept the audit was made by Bruce Coons, 2<sup>nd</sup> by Daniel Guyer. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**
  4. A motion to approve the audit engagement letter from Boden, Klein and Sneesby for fiscal year 16/17 for \$2,500 was made by Bruce Coons, 2<sup>nd</sup> by Daniel Guyer. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**
  5. A motion to approve the 2017 meeting schedule as presented was made by Wayne Babros, 2<sup>nd</sup> by Gracie Knowles. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**
  6. A motion to transfer \$4,000 from the general fund into the contingency fund was made by Daniel Guyer, 2<sup>nd</sup> by Wayne Babros. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**
  7. A ballot was received from Golden State Risk Management Authority to elect a Fire District to provide a board member. The nominees were: Downieville FPD, Williams Fire Protection Authority, Coffee Creek VFD, Comptche CSD and Foothill FPD. A motion to vote for Downieville FPD was made by Daniel Guyer, 2<sup>nd</sup> by Wayne Babros. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**
  8. Rae Bell reported that no AT&T bills for phone service had been received since October until January when a bill for \$179 for one month was received. The service has been changed from CalNet 2 to CalNet 3 even though no request was made to change the billing. It normally runs about \$32.00 per month. Phone calls and emails to AT&T have gone nowhere. A request was made to file a complaint with the PUC. Motion to file a complaint with the PUC regarding the AT&T mix-up was made by Bruce Coons, 2<sup>nd</sup> by Daniel Guyer **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

**NEXT MEETING AGENDA ITEMS** The next regular meeting is scheduled for March 15th at the Pike Firehouse.

**ANNOUNCEMENTS** An Ethics AB 1234 and Workplace Harassment Prevention AB1825 workshop will be held on Sat. May 13<sup>th</sup> at the Pike Firehouse beginning at 9am This is a requirement for Board Members and Managers.

**ADJOURNMENT:** There being no further business before the board the meeting was adjourned at 7:35 PM

Respectfully submitted,

Rae Bell Arbogast  
Secretary



## Pliocene Ridge Community Services District

Serving the Communities of Alleghany, Forest City, and Pike City  
 100 Pike City Road  
 Pike City, CA 95960

Treasurers Report cut off date:

January 31, 2017

Deposits					Beginning Checking Account Balance	\$	978.15
Budget Line #	Date	From:	For:			Amount	
	1/12/17	Sierra County Auditor				\$	13,676.38
9020			Streetlights	\$	2,682.42		
4020			Fire	\$	10,968.96		
4030.1		Stephanie Wolters	Donation	\$	25.00		
	1/20/17	Sierra County Auditor	Title III Ordinance #1			\$	6,750.00
40701			Both Depts.	\$	3,000.00		
4070.2			Alleghany	\$	1,500.00		
7010.3			Pike	\$	2,250.00		
	1/20/17	CDF Grant				\$	3,524.77
4040.2			Alleghany Portion	\$	2,660.62		
4040.3			Pike Portion	\$	864.15		
<b>Deposits Total</b>						\$	<b>23,951.15</b>

Expenditures							
Budget Line #	Ck #	Date	To:	For:			
8630	EFT	1/17	WA Credit Card	Reflective Strips Pike	\$	28.96	
6273.1	2411	1/18	Boden Klein & Sneesby		\$	2,000.00	
6270.1	2412	1/18	Rae Bell Arbogast	Quarter ending 12/31 billing	\$	228.75	
AP	2413	1/18	US Treasury	Federal Payroll Taxes	\$	40.20	
8300	696	1/18	Tim Standley	Fry's electronics reimburse computer	\$	380.30	
	OL	1/23	PG&E		\$	830.25	
6170.2				PG&E Alleghany	\$	132.42	
6170.3				PG&E Pike	\$	316.22	
9171.4				Streetlights - Forest	\$	22.19	
9170.4				Streetlights - Alleghany	\$	359.42	
<b>Expenditures Total</b>						\$	<b>3,508.46</b>

Reserve Balances			Ending Checking Account Balance	\$	21,420.84
Unallocated	Contingency	\$ 10,500.00	<b>Starting Savings account balance</b> transfer from checking interest earned transfer to FUNDS <b>Ending Savings Account Balance</b>	\$	17,120.35
Allocated	Streetlights	\$ 1,567.02			
Allocated	PCVFD Building	\$ 7,300.04			
Allocated	PCVFD Vehicle	\$ 3,085.63			
Allocated	AVFD Building	\$ 695.26			
Allocated	AVFD Vehicle	\$ 7,096.70			
	Interest Earned	\$ 2.29			
	<b>Total</b>	\$ 30,246.94	<b>General Fund (accounts listed above) Total</b>	\$	<b>38,541.19</b>

Have not added Emergency response revenue to funds yet.

<b>Reserve account Starting Balance</b>	\$	30,246.94
interest earned		
transfer to checking		
<b>Reserve account Ending Balance</b>	\$	<b>30,246.94</b>

<b>Total ALL FUNDS</b>	\$	<b>68,788.13</b>
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## Pliocene Ridge Community Services District

Serving the Communities of Alleghany, Forest City, and Pike City  
 100 Pike City Road  
 Pike City, CA 95960

Treasurers Report cut off date:

					Beginning Checking Account Balance	\$	21,420.84
<b>Deposits</b>							
<b>Budget</b>							
Line #	Date	From:	For:				Amount
AR	2/13	USFS-OES	German Fire		\$		1,289.15
	2/21	Savings Account			\$		1,000.00
					<b>Deposits Total</b>	<b>\$</b>	<b>2,289.15</b>
<b>Expenditures</b>							
<b>Budget</b>							
Line #	Ck #	Date	To:	For:			
		2/2	Savings acc	Funds Transfer	\$		20,000.00
	EFT	2/22	WA Bank Credit Card		\$		116.86
8350			The Nugget	Fuel 6700	\$	43.86	
7230			Papa Murphys	Pizza for Title 22 Cla	\$	36.50	
8230			Papa Murphys	Pizza for Title 22 Cla	\$	36.50	
6295.1	2414	2/6	Advantage Garage Doors	Station 71 door repairs	\$		280.00
8301	2415	2/6	Banner Communication	Paiger repair Pike	\$		50.00
7301	2416	2/6	Bound Tree Med.	KED board for 7150 + heat blankets	\$		215.54
	OL	2/23	PG&E		\$		744.06
6170.2				PG&E Alleghany	\$	147.23	
6170.3				PG&E Pike	\$	216.30	
9171.4				Streetlights - Forest	\$	22.15	
9170.4				Streetlights - Allegha	\$	358.38	
					<b>Expenditures Total</b>	<b>\$</b>	<b>21,406.46</b>
<b>Reserve Balances</b>			<b>Ending Checking Account Balance</b>		<b>\$</b>	<b>2,303.53</b>	
Unallocated	Contingency	\$	14,500.00				
Unallocated	AVFD	\$	2,700.00		<b>Starting Savings account balance</b>		
Unallocated	PCVFD	\$	3,300.00		\$ 20,000.00		
Allocated	Streetlights	\$	1,567.02		\$ (1,000.00)		
Allocated	PCVFD Building	\$	7,300.04		\$ (10,000.00)		
Allocated	PCVFD Vehicle	\$	3,085.63		<b>Ending Savings Account Balance</b>		
Allocated	AVFD Building	\$	695.26		\$ 26,120.35		
Allocated	AVFD Vehicle	\$	7,096.70		<b>General Fund (accounts listed above) Total</b>		
	Interest Earned	\$	2.29		\$ 28,423.88		
	<b>Total</b>	\$	40,246.94		<b>Reserve account Starting Balance</b>		
					<b>\$</b>	<b>30,246.94</b>	
					interest earned		
					21-Feb transfer from savings		
					\$	10,000.00	
					<b>Reserve account Ending Balance</b>		
					<b>\$</b>	<b>40,246.94</b>	
					<b>Total ALL FUNDS</b>		
					<b>\$</b>	<b>68,670.82</b>	



## BUDGET PROCESS

The Board recognizes the statutory need for a comprehensive annual financial plan indicating expected revenues and expenditures for all the District's funds.

A Budget Operations Manual shall be developed and maintained by the Treasurer to document the procedure for budget preparation and adoption. It shall contain the Chart of Accounts, list of charge accounts, timelines, procedures and forms for all financial business of the District.

The Treasurer chairs the Budget Committee. The Budget Committee shall have overall responsibility for the compilation of the initial annual budget document. The budget shall outline resources and indicate the authority for expenditures necessary to carry out activities consistent with goals and objectives set by the Board. The budget shall be accompanied by related text describing significant changes from the prior year.

In July, May the Budget Committee meets. In August May or June the Treasurer submits the Preliminary Budget, Chart of Accounts, and List of Charge Accounts to the Board for review, changes and adoption. A Public Hearing is held in August. The final budget adoption shall take place at a Public Hearing posted at least 10 (ten) days in advance, and held no later than In September 30th. the Board adopts the final Budget. A copy of the final adopted budget shall be certified by the Secretary and filed with the County of Sierra, Auditor's Office.

All unbudgeted funds received after the final budget adoption and all unanticipated expenditures after the final budget adoption shall be submitted to the board for appropriation and/or payment by Resolution or motion.

All procedures of the Budget Committee, the Treasurer and the Board shall be in compliance with the District Policy, Government Code, State Controller's Manual Accounting Standards and Procedures.

Revenues generated by Mutual Aid contracts and Ordinance #1 shall be allocated to the station generating the funds.

1. Mutual Aid revenue shall be allocated as follows:
  - a) Payment of employee/volunteer wages as directed in Policy 3450;
  - b) Net funds after payment of wages shall be allocated at 20% to Building Fund; 55% to Station vehicle maintenance fund; 25% to the District general fund.
2. Emergency Response Revenue (per incident) shall be allocated as follows:
  - a) \$150 to the District general fund. \$600 to an "contingency unallocated fund" assigned to the responding dept. \$300 to each department 's contingency fund if both respond.

As revised 10/19/16 with proposed changes presented 3/15/17 (additions) highlighted yellow (deletions) crossed out